Economy in Business

SUGGESTIONS FOR GIRLS TO TAKE TO HEART

Even from a Selfish Standpoint It Is Worth While for the Employe to Practise Thoughtfulness.

cils, can all be avoided with a little

care. A common waste among

stenographers is the use of the two-

colored ribbon on the typewriter.

The red portion is used very sel-

dom, but has to be thrown away

when the black part is worn out.

Thus a whole ribbon is purchased

and only one-half used. One sheet

of red carbon paper inserted over

the top sheet whenever red type is

necessary answers the purpose and

In many offices yellow sheets for

copies of letters are not used. The

copy of the letter is, instead, writ-

ten on the back of the letter ans-

wered. It saves paper, a consid-

erable factor where hundreds of let-

ters are written daily, and also

saves file space. There are many

other ways of economising which

the office worker can plan if she

will only look about her with cal-

Another common waste in many

offices is the fallure to thoroughly use the time-saving machines. In

many offices there are little time-

saving devices that half of the em-

ployes don't know anything about.

That is the height of extravagance -an investment which gives little

There are many jobs in business

where there are limitations for ad-

vancement, but there is opportunity

in almost every job to distinguish

yourself for discovering a method

of effecting greater economy. The women in the home are earnestly

endeavoring to do their share

toward conservation of our sup-

plies, and sacrifices are being made

daily in the name of economy.

- The woman in business has her duty of economy also, and this time

it is to be regarded not merely as

an economy for the firm, but a duty

to the nation. From a selfish stand-

point alone it is worth your while

to train in economy, for if you will

get the habit of refraining from

wasting your employer's property you will not waste your own.

its cost is negligible.

culating eye.

or no return.

+ rennial mystery of vanishing pen-By Eleanor Gilbert. CAuther "The Ambitious Weman

O you know how to economize on business property? A business office presents many temptations to waste, but it is also one of the best training schools for

in those offices where supplies are too easily available, "Getting more," is simply a matter of telephoning or sending a requisition to the supply clerk. Even an involved system of getting supplies-making it necessary for three people to countersign the requisition—is not a preventive of waste.

Actual economy that works must begin with the spirit of the worker. No amount of card indexes and red tape will prevent a girl from being careless with supplies or tools un-less the herself determines of training in economical habited

Perhaps in former days she didn't feel like saving paper or carbon or typewriter sibbons or any of the ether thousand and one articles she had to handle in the course of her work. Ferhaps it occurred to her that saving these tiny fittle odds and ends took so much time that the few dollars they amounted to during the month didn't pay. The company wouldn't miss the money,

To-day, however, saving office suplies is a service to the nation, not merely to the employer. We know that there is a shortage of all sorts of supplies, and if we

waste in one place then some one elsewhere will have to go without. A little thinking when using sup-plies will help train one in habits. of economy. Watch out for the tiny little leaks. That is what the efficiency experts do, and there is no reason why the bright business woman can't make it part of her job to conserve her tools and supplies by keeping a sharp eye for the small leaks.

Waste of paper, carbon, the pe-

OUGHLY speaking, there are

two kinds of neurasthenia.

true neurasthenia, and is taken ser-

iously by the medical profession.

The other is a more or less false

neurasthenia, and is not taken ser-

Neurasthenia is a very common

state of chronic nervous fatigue,

the symptoms being due to the ex-

In true neurasthenia, which gen-

erally cocurs in males between the

ages of twenty and fifty, there is

apt to be a hereditary strain, the

individual being derived from stock

of essentially deficient stamina.

Confining occupations, close at

tention to detail, anxiety, great

concentration, and assumption of

responsibilities too heavy for the

individual to hear, predispose to

Emotional excitability favors the

development of neurasthenia. A

combination of overwork with in-

sufficient rest and worry is a com-

men cause. Injudictous or unhy-

gienio living may play a part. In-

The earlier it occurs the more likely

the hereditary weakness.

neursethenis

haustion of the nervous system.

d may be defined as a

One of these might be called

Nervous Exhaustion

REAL NEURASTHENIA AND FALSE

By Brice Belden, M. D. + testinal poisoning sometimes fig-

The Laurel

BATCHELOR



VOLUMBIA will have the laurel for the victor. It will not be for those of us who have slighted the great responsibility of citizenship. Those who have been laggard and lukewarm. The Laodiceans were but lukewarm. "I know thy works, that thou art neither cold

nor hot. So because thou art lukewarm and neither cold nor hot, I will spew thee out of my mouth." For it is certainly easier to respect an enemy rather than the doubtful patriot. Columbia will have the crown of laurel for the hot, for the fervil patriot who says "we cannot and will not fail."

Every Girl Should Read

To My Sweetheart Soldier We have a new friend, beloved, in the "Cowbell house." Our erst-

while neighbor of that mansion

folded her wings like the Arab, and

she left behind her. And now the

house is occupied by an old, old couple. Mother tells me they are

not married, but are brother and

sister! And they live together in

sweet companionship. The old lady embodies the eternal spirit of motherhood as the broods over the old man, her brother. He is one of God's "Innocent Ones"—mildly in-sane, and like a child, but he harms no one and slive in the variety with

no one and alks in the garden with the flowers, and talks to the wind and the soft clouds, and beguiles the children going to achool with

his sweet smile, and a pocket al-

ways full of candy. Sometimes he disappears into the house for ten or fifteen minutes, and it is then that he is supposed to be having a

fit. It seems to me that this modest retirement on his part shows great

thoughtfulness, and a good heart. I have been to the gate today and talked with him. We call him Uncle Jerry. And I came away feel-

ing that his worldly innocence vells

heavenly secrets with divine duplic-ity. He was sitting in the sun wait

ing patiently for the children to come from school. In his hand was

come from school. In his hand was the large pasteboard letter "T"— the new insignia of the thrift

stamps. Soberly he fingered it, and then regarded me. "T stands for tack—that's what my teacher used

to say. Tacks you drive, and I've

You take a tack and a little ham-

er, and the tack holds fast, and

got a little hammer. Mother gave

me that this modes

ter of pride just like the Red Cross or the Service Flag. Mammy com-Persians, to let your left hand know what your right hand's a' doln', no right or left hand in time of war. And nobody proclaims either charity or grief these days, for the sake of being boastful, but to proto the one who sells the most stamps in a week. I imagine the scramble! Newspapers are offering scribers, and the whole world seems to be alive and striving in this movement to help toward the world's peace.

TheseWonderful Letters I don't believe there has ever when wealth can be offered by those who possess it, as a means of pro-moting union between all classes, between them. It can be considered as a universal instrument of salva

that I might give and give, and yet give. But maybe the spirit of will-ingness will help some. And I pray that I may have that ever increas-

And now good night, beloved! I think I shall dream of Uncle Jerry tonight and his tacks and his little hammer. And maybe if we work hard, when morning comes, we shall have an Impenetrable barrier built up between you and no man's land, through which no German can ever penetrate, and your and your brave

By William F. Kirk.

66T WENT and bought me another Liberty Bond yester-day," said the Manicure Lady. "Goodness knows, George, that ain't doing none too much for my country, and I wish I could do

Tve got two myself, so I'm one of them bloated bondholders you hear tell about," said the Head Harber. "I guess if everybody come

bonds or nothing. He won't keep what he calls one of them commercial jobs, and there ain't no profes-sion that has welcomed him with open arms, though goodness knows and song writer that he has got wheels in his bean. We can't seem to explain to him that poets and song writers are born and not made.

he just plugs right along trying and trying, when he might as well be trying to stop the Allies' offensive, or whatever they call it."

"Them Liberty Bonds was a grand scheme, well thought out," declared the Head Barber. "It ought to make them kings at ungestied. ought to make them kings sit up and take notice, the way the peo ple here are coming across and helping Uncle Sam. I'll bet there ain't one of them kings that could get a rise like that out of his people. The only wonder to me is that them kings don't get another kind of rise out of the people, like in the days of the French Revolution. Id like to be one of them ewell orators for a few weeks. Maybe I wouldn't tell them suckers comething about the gents that is comething about the sents that is long that they can't see any other way out. They say if you take one of them goldfish out of a globe and put him in a big tub full of water he will keep right on swimming around and around is a little circle, the same as when he was in the globe. I recken it must be the same way with a lot of folks that

be a king just long enough to tell a few guys where to get off.
I'd like to send Joe Blow to Siberia, for one thing. He gave me three tips on horses last week, and not one of them turned out right. I can't afford to be getting that kind of information."

money? Ain't IT

Well," said the Manloure Lady,

AN AMERICAN

Prof. McKeever Tells His Ideas on Who's Who and Why

By William A. McKeever. One of the nation's foremost autherities on problems of childhood and sectology.)

W/HO is a real American? Who is not? All are agreed that we now have only these two classes Americans and Not Americans. The children are everywhere discussing this question and we must help them with the answer. One small schoolboy was settling the matter for his chums when he exclaimed, "Pil tell you. Whenever feller's named Prits that's a sign he's a German."

Ask a group of boys and girls of the grammar school age to explain who is a real American and why, and the great variety of answers will easily suggest the necessity of clear and careful instruction. Who can give it?

Now, there are two great, fundamental rules to be observed in-teaching the young-first to be guided by the native impulse or interest; second, to choose a topic which is pre-eminently and persistently in the public mind.

Ordinarily preadelescent children do not care a penny's worth who is an American, who not. But the noise and excitement about the war have forced the subject upon their attention, and the explanation should be given to this coming generation promptly and clearly. Thus a new and better American commonwealth will be conceived of for

Wherefore, it is our first duty to explain to the young that we are now defining Americanism in terms of genuine and active loyalty—that some who are allens in a legal sense are true to and devoted in their service of our flag; that some natural-born and some naturalized citisens are falling to pass the new

Indeed, this is a rather startling affair for us adult minds to consider for ourselves, as welf as for our children, namely, that certain members of the so-called oldest and best families are cold and indifferent at this time, if not slackers, and that certain sturdy immigrants are rushing into the American Army with

most commendable enthusiasm.

It is a point of view, an attitude toward Government and progress, a sense of right and righteousness, to-day as never before in a half century, that is separating the American sheep from the foreign goats. One by one the whole population is to be called upon and each asked to show positive proof that he is loyal to our cause. There is now such a variety of ways to lend mist that no resnousble excuse remains.

But reckless boys are now "guying" not a few men who happen to have a German name or who speak with a German accent. At this hour of intense feeling it is well-nigh impossible to undo the insult or injury that may thus be inflicted upon innocent and loyal citizens. Just at this point the guardians of the young must forestall erroneous invenile actions with both caution d explanation

and explanation.

Here, then, in a word, is our hest method of teaching young America as to loyalty: To have him consider words and deeds rather than side; words and deeds rather than names and records of citizenship; to explain to him in simple terms the fact that we must all stand or fall together in the momentious business in which we are now engaged; to explain how the slacker is much more than an innocent much more than an innocent ignorant offender and how the failure of many like him may amount to such a menace as to threaten the very existence of the nation itself; finally to make it clear that the blood of our own boys is the terrible price to charged against those who r attempt to confuse or hinder the leaders of this nation.

Modern China.

In a prise essay written for the Chinese Joint Council on Public Health Education, Mr. Yang Tukpau, of one of the Shanghai Universities, throws some interesting light on the physical phases of the citisens of the new republic. Naturally endowed with strong constitutions. Mr. Tang says, the Chinese should have a much lower death rate than the records show. Their simple diet. their higienic dress and their well-ventilated houses all contribute to strong and abiding race vitality and it is unfortunate that these conditions are not supplemented by by adequate sanitation systems and a wider knowledge of disease prevention. Mr. Yang gres on to treat of the influences that have kept China in the past from physical de-velopment. He points out the dan-gers suffered from the old Chinese

practice or early marriage, foot-binding, opium-smoking and super-stition, all of which are now either totally or in part remedied. cites the growing interest in out-of-door sports and the introduction of Western methods of education with ment as hopeful signs of interest in

WHATMAKES Their Married Life

A NARRATIVE OF EVERYDAY AFFAIRS.

Warren Invites Mr. and Mrs. Stevens to Dinner and Then Spoils the Affair.

WARREN, I think it was of this," said Mrs. Stevens, as they entered the dining

"Wasn't it nice?" said Helen hap-"Nothing nice about it. You folks

were good enough to ask us to the theatre, and I thought it would be nice for the four of us to have din-

"Never knew they had a grill in this place," said Mr. Stevens, took-ing around, "aute little place, isn't "Warren thinks they have about

the best table d'hote in town," said

the best table d'hote in town," said Helen, as they were seated around a cosy table for four.

"Well, we ought to have a wonderful evening," said Mrs. Stevens.

"I hope the play is as good as they tell us it will be. They say it made a great hit out of town."

"Giad it's a comedy," said Warren. I looking down the menu. "None of these teary dramas for me."

"You're right," agreed Mr. Stevens, and then Warren began to give his order to the waiter.

Helen was anxious for every-

rens, and then warren began to give his order to the waiter.

Helen was anxious for everything to go off all right that eventhing and as the Steventses were easy-going people and did not rile Warren unless he was playing bridge with Mrs. Stevens, who was not a good bridge player, there was really no reason why the evening abould not brings forth g lot of fus. "Good food, ah?" quaried Warren, as the first course was brought. He was in a fine humor this evening: playing host always made him particularly genial. Good food and good service appeal to a man of Warren's type far more than cabaret or dancing.

As they were about to begin on the soup course, Helen noticed an acrid odor which seemed to come out of the radiator back of her. She raised her eyes to see if Warren noticed it and met those of Mrs. Stevens instead.

"Wonder what it can be? Helen said in an undertone.

"Wonder what it can be?" Helen said in an undertone. "Smells like ammonia," Mrs. Stevens returned. The smell was get-ting stronger every moment and involuntarily Helen's eyes began to

strong extract of it at that.
Warren raised his head from his soup and sniffed suspiciously.
"What on earth in that small?" he said sharply.
"It seems to come out of the radiator," said Helen; "It's ammonia, I

blink. It was ammonia, and a very

Warren was signalling the waites, who came rushing up to their table. "What's that amell?" he asked, "It's ammonia, sir, the ammount pipe has burst." He spoke respectfully, but Warren took me notice of this fact.

"We'll change our table," he mid. stopping eating.

"It's the same all over the dining room, sir," the waiter returned. "It won't last long, though!"

Helen noticed that although the other people noticed the befor, they were all taking it as a joke. Warren was the only one really angry. After all, ammonia is not an unpleasant odor. Helen saw ne reason to make a fuss about it, particularly when they had guests.

"Til stuff a naphtn into the radiator, sir," the waiter mid. smilling, and proceeded to do so. But the ammonia was escaping from other places in the dining room.

"We've got to get away from this radiator," Warren insisted. "How can anyone eat with that odor pouring out in one's face?"

The head waiter came up at Warren's summons and was quietly courteous. Of course they must change their table if they would prefer mother one, and although Helen tried to demur, Warren Insisted that they change to a table quite a distance away. His manner in comparison with that of the head waiter was brusque and rude. Helen felt morifided, as she and life. Beer where were forced to trail their belongings across the dining room, She noticed that theirs was the only party changing their table.

"I hope it will be better ever here," Warren remarked after they were finally seated. The idea of such a thing happening in a first-class place."

"As if they could help it," Helen could not help saying. The issue of such a thing to happen." Warren Insisted. "Boolling people's appetites and losing good trade."

"There ought not to be a chance for such a thing to happen." Warren possed first and language and all this trouble for nothing, is any nothing of the fact that warren was almost gone."

"The result from the second their people as a mariter of fact and language and all this trouble for nothing, is any nothing of the

not in full command of yourself.
You are a prey to all north of bad

Advice to the Lovelorn

Girls-and Drink.

DEAR MISS FAIRFAX: I am in love with a young man who seems to be in love with me, but at times he is very dictatorial and offends my pride. I take a drink occasionally, and he reprimands me for this. Would you advise me to be obe-dient and stop drinking, thereby giving him the upper hand or show independence?

LILLIAM

WHETHER or not this men in dictatorial, honestly doesn't matter. What does matter is yourself and the dangerous habit you are forming. Don't worry about your pride. Recognise the evil drink will do to you. Apart from the fact that the woman who delaba is not judged kindly by the world. there is this greater consideration: Drink will undermine your health, weaken your moral fibre and take its tell of your youth and good looks.

influences that could not have lowehod you but for the effects of the liquor. Stop drinking at once. Yben go to this man proudly and with fine dignity and my " I have just begun to res starting to form a bad habit and you called my attention to it and made me realize the importance of conquering myself. Let's be real always over the rough places fust as you have helped me new." In gracious enough and generous enough to admostradge your fault and his helpfulness. That is far more important than the policy minor consideration of false price and pert independence.

APPROVED RECIPES

Graham Date Bread.

2251 Total Calories. 188 Protein Calories. One cupful scalded milk, 1 cupful bolling water, 2 tablespoonfuls shortening, 2 teaspoonfuls salt, 4 tablespoonfuls molasses, 2 table-spoonfuls cold milk, 14 yeastcake, I quart graham flour, I cupful white

bread figur, 1 cupful chopped dates, 1 tablespoonful powdered sugar. Pour the scalded milk and boiling water over the shortening, salt, an molasses placed in a bowl. Let cool until lukewarm. Soften the yeastcake in one-fourth cupful of the lukewarm liquid and add it to the rest of the liquid. Beat in the graham and white flours, mixed to-gether, thoroughly. Cover and let rise. When double in bulk knead in the dates and make into two loaves, put in greased pans, let rise for an hour, covered, and bake an hour in a moderate oven. Fifteen minutes before taking from oven rub the tops of the loaves with sugar dissolved in the

Apples Stuffed with Sausage

1747 Total Calories 282 Protein Calories Six medium-sized apples, 6 sau-

sages. & cupful water.
Wipe and core six medium-sized apples. Insert one sausage in the cavity of each apple. Place in a pan with the water, and bake in a moderate oven until the apples are tender and the sausages are done.
Just before serving, aprinkle with
chopped paraley and paprika

RAW MILK AND CREAM

To protect children, invalida and those who are in a run-down condition against milk infections, raw milk and cream should be avoided. Much of it may be safe and wholesome for healthy sould, but it is not always reliable, and many outbreaks of infectious diseases have been caused by raw milk, sometimes even by the special or certified kind.

Properly pasteurised milk and cream, carefully cooled and bottled, is the only kind people should drink. If this cannot, be obtained seald the raw milk without boiling it.

Heat-treating milk does not impair its digestibility or nour-lahing properties. It does not cause rickets or scurvy in children. These facts have been definitely established by competent sanitarians and food experts.

The Health Officer of the District of Columbia will give you the sanitary rating of your local milk supply at any time you should apply for it.

Society for Prevention of Sinkness

E. BERLINER, Socrotory

The Bulletins of the Society for Prevention of Stekness, signed by Mr. E. Berliner, are based on much careful study, and they deserve the attention of the public, for whose benefit they are issued.

Dr. GEO. M. KOBER (Professor of Hygiene, George-town University).

HOUSEHOLD SUGGESTIONS If an ordinary gas ring is surrounded by bricks one can keep two or three saucepans simmering

with the one ring, as the bricks soon get hot, and retain the heat. A good waterproofing for boots can be made by melting together

equal parts of beeswax and mutton suct. Rub this lightly on the soles and edges of the boots. Rub unbroken chilblains with

dry salt and musterd mixed in equal quantities. This will relieve A little methylated spirit rubbed

ever candles will harden them, and prevent them melting if kept in a warm place. An oil stove will burn better and give more heat if raised above the ground.

"The Wolves of New York" Will Appear on This Page Tomorrow.

The Next Installment of

very apt to develop in those predisposed, after influenza. The true neurasthenic suffers

ures as a factor. The affection is

from some or all of the following symptoms: Depression of spirits. inability to concenerate the mind. insomnia, vertigo, headache, grouchiness, introspection, various fears (as of crowds, closed spaces, darkof tenderness along the spine, weakness of the extremities, marked prostration after moderate exertion. numbness and tingling sensations and neuralgic pains in various parts of the body, loss of appetite, coated tongue, indigestion, palpitation, distress in the region of the heart, cold extremities and pulsating sen-

sations in the upper abdomen. We have given a picture of a genuine neurasthenic. He is really ill, and his symptoms are real. He requires as close attention and skilful treatment as a case of typhoid

But what about the false neuras-

The false neurasthenic is an utterly selfish individual with a morbid imagination, a eraving for maudlin sympathy, a dash of hysteria, a tendency to pose, a worthless economic status although usually prosperous (not a real producer and devoid of any talent), and boundless energy.

It is the boundless energy that gives him away. He overacts the part. Consequently we find him re-sorting to all sorts of exertions that would exhaust a normal man. He exercises. He may take three or four Turkish or Russian baths a week, swim a great deal, play strenuously with the medicine ball, ber, run and adopt a reducing diet. He takes a new medicine every week, sometimes prescribed by the doctor, sometimes recommended by condoling friends. He is strong on advertised articles claiming to torative properties as regards the

nervous system, though really of far lesser value than many fresh The false neurapthenic is a standing proof of Professor William James's doctrine that human beings usually possess a vast store of re-serve energy not ordinarily drawn upon. But instead of tapping his available resources for high purposes he simply dissipates them in the interest of a morbid selfish-

"Strange there should be such a ig T' for a little tack. Mother dead and I can't ask her. Sister says 'T' stands for thrift, but she don't know. Mother knew, but whe has gone, And I've got my little hammer, and it holds fast. Shall 1 show you?" But the children came from school, and with sublime indifference Uncle Jerry turned from me, and greeted them with loving

Beloved, I looked at the "T" in our window when I came home, Thrift it surely means, but why not tack also? May there not be meaning in Uncle Jerry's wisdom? With thousands and millions of tacks, and willing hands behind the possible to nail up and hold fast all the Kaisers in the world? I am go-ing to consider every thrift stamp, from now on as a tack, and I'm go ing to drive it with a will into the coffin of autocracy. We all have our little hammers of effort, and encouragement, and if we drive them hard and have plenty of a structure will soon be raised that shall be invincible. There is a "T" in nearly every ome now, and it should be a mat-

plains loudly at these various insignias because, "It sin't lawful, honey-chile, accordin' to Medes and and you oughtn't to tell all your neighbors what's a secret between you and your Maker." But there is mote a unity of feeling, and to gal-vanize into life the universal spirit of comradeship in a great cause. The Boy Scouts are making a thrift campaign from door to door, and the general has offered a sword

tion, and not as an individual agent of discrimination.

Oh! I wish I had a lot, dear, so

The Manicure Lady

across as strong as I done the country will be in bang-up shape."

"We done our hit up home," said the Manicure Lady, "all of us extended the manicure Lady, and the poor boy ain't got the price to buy no bonds or nothing. He won't keep he has tried so hard to be

Geoerge," said the Manicure Lady. "They've been bossed by a Kalser so same way with a lot of folks that has always looked up to a king. I don't know—it's too deep for me, anyhow. All I know is that this country ain't ever going to stop till the kings is in the discard." "It must be a pretty swell job, at that, being a king," said the Head Barber, rather enviously. "I'd like

about racing is the kind I've been giving you all these years." de-clared the Manicure Lady, "Ain't I been telling you all along, George, to lay off on them horses and save

"You sure have," admitted the Hend Barber, "and I'd be a lot in pocket if I had took your tip. But anyhow, I managed to get two of them Liberty Bonds, and that's going some for a gent in this here profession, especially with tips profession, especially with tips coming in the way they have been lately—about one customer out of every five leaving any chickenfeed

"better and brighter times is com-ing before long, George, and when them kings is all on the frits you and me can be glad we lived to see